

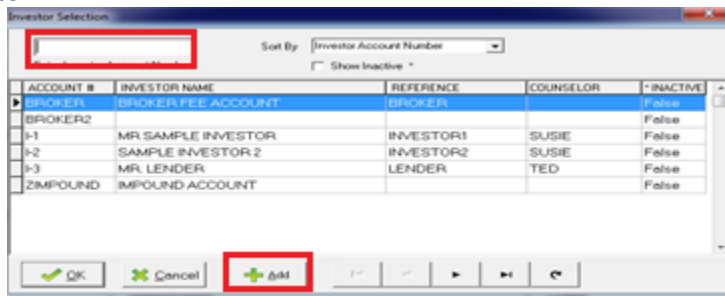
Mortgage+Care

SPLIT BROKER FEES WITH ANOTHER BROKER/INVESTOR

To split the broker's service fees you will need to create an Investor account for the Broker/Investor you will create a check for.



- 1- Click on the investor icon
- 2- Enter the account number or name you are assigning the Broker/Investor and click on the Add button.



- 3- Enter the investor's information
- 4- Click on the Adjustment button

Investor Account# BROKER

Investor Info | Add Info

Investor's Name: BROKER FEE ACCOUNT

Company / Description: ENTER YOUR COMPANY INFO HERE

Address: YOUR ADDRESS

City State Zip: CITY CA

Type "SAME" on the next line to repeat above information.

Make Checks Out To: BROKER FEE ACCOUNT

ENTER YOUR COMPANY INFO HERE

YOUR ADDRESS

CITY CA

Direct Deposit: Inactive Investor

Send Direct Deposit Letter / ACH

Investor Bank Info: _____

Investor Account#: _____

Reference Name: BROKER

Phone #: _____

Second Phone #: _____

Fax #: _____

Email: _____

Web Password: _____

Tax ID #: _____

Exclude from Printed 1099's

Exclude from Magnetic 1099's

ERISA Investor

1 Check

Print Check Override

Bank ABA#: _____

Account Type: _____

- 5- On the Check Adjustment screen, click on the Plus button to add a record.

- 6- In the "From Borrower" field type in FEES (must be in Caps) as the account number.
- 7- Enter the amount of the check in the Amount Received field.
- 8- Click on the Check Mark button to Post the record.
- 9- Click on the Print Check button.
- 10- Click on Yes on the question "Use New Check Number and Date?"
- 11- Print the check.
- 12- Answer "Did Checks Print Properly?" Yes if you are satisfied with the check.
- 13- Click on the Select button and select the BROKER account to edit the Broker check
- 14- Reduce the Amount Received by the amount of the new check you created.

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